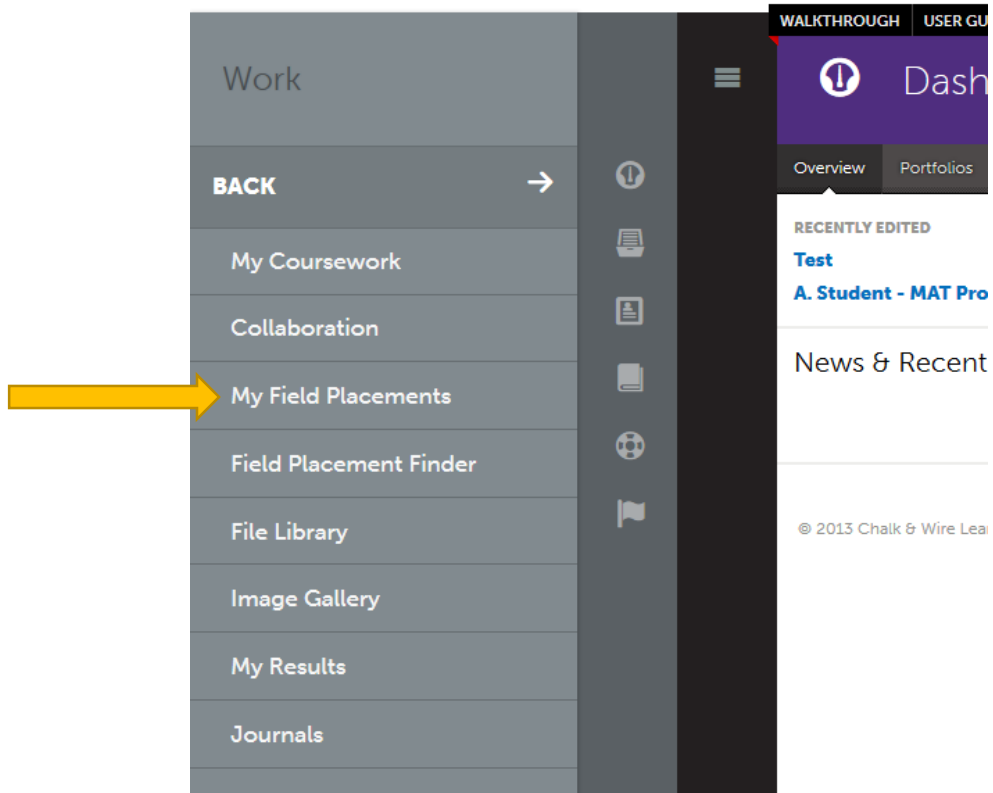


## Field Placement – Hours Tracking

1. Open Chalk and Wire.
2. Click the **Menu** button → **Work** → **My Field Placements**.



- Your field placement will appear on the right side of the screen.
- Click the assignment under **Journals**.

**ASHTON CRABTREE**

A. Crabtree - Test Placement PREASSIGNED IN PROGRESS

<b>Candidate</b> Ashton Crabtree <b>Paired Institutional Advisor</b> Adam Stone-Admin <b>Site Assessor</b> Donna Wake	<b>Dept/Course</b> MAT <b>Subject/Field</b> Social Studies <b>Grade/Level</b> 8	<b>Duration</b> 2014-08-18 - 2014-12-19 560 Hours <b>Journal Template</b> Placement Hours Tracking <b>Tags</b> Notes
--	--	--

Completed Hours 0 / 560 HRS

Journals			
Name	Template	Entries	Hours
A. Crabtree - Test Placement	Placement Hours Tracking	0	0

**Assessments**

No assessments have been set up.

**Surveys**

No surveys have been set up.

**Greenbrier Junior High School**

Greenbrier School District **Address & Phone Number**

487 STUDENTS **REGULAR SCHOOL** 10 School Dr  
Greenbrier, AR

- Click **New Journal Entry**.

**JOURNAL**

A. Crabtree - Test Placement

**New Journal Entry** Export TSV Export Excel Delete Journal

Note journal entries are visible to administrators for reporting purposes.

- Enter the number of hours that you have completed in your placement (WHOLE NUMBERS ONLY!).
- Click **Save**, then **Close**.

FORM JOURNAL TEMPLATE Close

## Placement Hours Tracking

DEPARTMENT  
Middle Level Education

FORM Placement Hours Tracking

🕒 LAST UPDATED


👤 CANDIDATE Ashton Crabtree

📍 PLACEMENT A. Crabtree - Test Placement

NEW

Please enter the hours you have completed weekly.

Save



- If you made a mistake entering your hours, you can click **Edit** to make changes.


JOURNAL

### A. Crabtree - Test Placement

New Journal Entry
Export TSV
Export Excel

Note journal entries are visible to administrators for reporting purposes.

Please enter the hours you have completed weekly.	
250	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="background-color: #6c757d; color: white; padding: 2px 10px; border-radius: 3px;">Edit</span> <span style="background-color: #dc3545; color: white; padding: 2px 10px; border-radius: 3px;">Delete</span> </div>
<b>Total</b>	
250	



9. Click **Return** to go back to your Field Placement page.
10. Your Completed Hours will now be updated.

**ASHTON CRABTREE**

A. Crabtree - Test Placement

**PREASSIGNED IN PROGRESS**

**Candidate**

Ashton Crabtree

**Paired Institutional Advisor**

Adam Stone-Admin

**Site Assessor**

Donna Wake

**Dept/Course**

MAT

**Subject/Field**

Social Studies

**Grade/Level**

8

**Duration**

2014-08-18 - 2014-12-19

560 Hours

**Journal Template**

Placement Hours Tracking

**Tags**

**Notes**

Completed Hours

**250 / 560 HRS**



**Journals**

Name	Template	Entries	Hours
A. Crabtree - Test Placement	Placement Hours Tracking	1	250

At the end of the semester, you will complete this again. Be sure to create a new journal entry for the 2<sup>nd</sup> half of the semester. Do not edit the existing entry.